



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 3**  
**OSC Ref. C. 4858<sup>37</sup>**

6<sup>th</sup> January, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Senior Food Storage Scientist (SOG/ST 7) – (Not Vacant)** in the **Food Storage and Prevention of Infestation Division (FSPID), Ministry of Industry, Investment and Commerce**, salary range \$2,028,736 – \$2,411,529 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direct supervision of the Chief Food Storage Officer (SOG/ST 10), the Senior Food Storage Scientist (SOG/ST 7) manages all operations of the Training and Information Unit as it relates to:

- The designing, developing, conducting and/or co-ordinating of training programmes, workshops, seminars, etc. and disseminating information for the Food Industry, Pest Control Operators, Food Storage and Prevention of Infestation Division (FSPID) staff and the general public;
- Ensuring that the FSPID's Information Technology (IT) infrastructure is maintained.

**Key Responsibilities**

***Management/Administrative:***

- Prepares the Unit's Corporate/Operational Plans and Annual Budget that supports the FSPID's Strategic Objectives;
- Oversees the maintenance of the training rooms and training equipment;
- Monitors staff's compliance with FSPID and Ministry's policies and procedures;
- Supervises the Information Technology (IT) Officer with regard to the maintenance and updating of the FSPID website and providing IT infrastructure support for FSPID staff;
- Oversees and directs the management and maintenance of the Training and Information Unit's filing system;
- Prepares the Unit's monthly, quarterly and annual Reports;
- Represents the FSPID at committees, meetings, conferences, seminars and other fora;

***Technical/Professional:***

- Prepares contracts and proposals for training programmes for stakeholders in the Food Industry, Pest Management and the general public;
- Manages the FSPID's public relations programme;
- Conducts food safety and pest management analyses for stakeholders;
- Plans training programmes, workshops, exhibitions and other training initiatives;
- Prepares and conducts lectures, workshops, exhibitions, seminars, etc. and makes presentations on food safety and pest management related matters to various stakeholders;
- Produces handouts, booklets and other technical documents for the Food Industry, Pest Management and the general public;
- Reviews and oversees the updating of the FSPI Act and Regulations as necessary;
- Conducts and co-ordinates ISO 9001 certification activities;
- Assists in co-ordinating ISO/IEC 17025 and 17020 accreditation programmes for the FSPID;
- Updates the FSPID's list of active ingredients of pesticides allowed for use in food and food related areas as necessary;
- Interacts with other Government Ministries, Departments and Agencies (MDAs) on positional papers and policies;
- Ensures the review of quality management system documents in the Unit, annually;
- Participates in quality management system audits and meetings as necessary;
- Ensures that corrective actions are completed in a timely manner.

***Human Resource Management:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfers, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the FSPID's/Unit's and the organization's goals.

***Other:***

- Performs the duties of a Food Storage Scientist from time to time, as necessary;
- Performs any other related duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies*****Core:***

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work a team
- Strong customer and quality focus skills
- Initiative
- Goal/results oriented
- Good problem-solving and decision-making skills
- Strong leadership skills
- Strong integrity
- Excellent planning and organizing skills

***Technical:***

- Knowledge of pest management operations and food safety systems
- Excellent presentation skills
- Knowledge of the operations of Government
- Proficiency in the use of relevant computer applications (e.g. Microsoft Word and PowerPoint)
- Sound knowledge of the ISO 9001 and ISO /IEC 17025 and 17020 standards

**Minimum Required Qualification and Experience**

- Master's Degree in Natural Sciences/Pure and Applied Science;
- Diploma in Management/Diploma in Education/Training;
- Computer literate;
- Three (3) years' experience in a training environment.

**or**

- Bachelor of Science Degree in Natural Sciences/Agriculture;
- Diploma in Management/Diploma in Education/Training;
- Computer literate;
- Five - seven (5-7) years' experience in a training environment.

**Special Condition Associated with the Job**

- May be required to work overtime, on weekends and on public holidays.

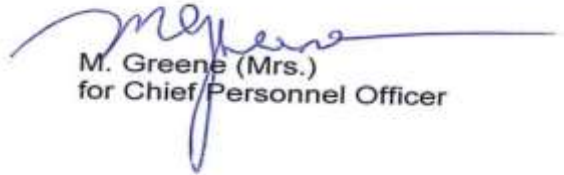
Applications accompanied by Résumés should be submitted **no later than Tuesday, 19<sup>th</sup> January, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

**Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.gov.jm)**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



M. Greene (Mrs.)  
for Chief Personnel Officer